

Approved

TOWN OF WESTFORD

BOARD OF SELECTMEN

MINUTES

DATE: May 21, 2002

TIME: 7:30 P.M.

PLACE: J.V. Fletcher Library

PRESENT: Robert Jefferies, Dini Healy-Coffin, Robert McCusker,
Chris Romeo, Allan Loiselle

Open Forum

Loiselle reported on the Apple Blossom Festival that was held on Saturday, May 18, 2002. Loiselle thanked all those who marched in the snow.

Reorganization of the Board

Selection of Chair: It was moved McCusker to nominate Romeo as Chair. Romeo thanked McCusker for the nomination but declined the position stating that he would like to wait for another year. McCusker withdrew his motion. It was moved by Romeo, seconded by Loiselle, and VOTED UNANIMOUSLY, to nominate Healy-Coffin as Chair.

Selection of Vice-Chair: It was moved by McCusker, seconded by Jefferies, and VOTED UNANIMOUSLY, to nominate Romeo as Vice-Chair.

Selection of Clerk: It was moved by Loiselle, seconded by Romeo, and VOTED UNANIMOUSLY, to nominate McCusker as Clerk. Healy-Coffin asked for suggestions from the Board concerning a reconfiguration of the Board's tables for easier viewing for the cable television audience.

Ledoux reported that there is a vacancy on the Library Trustees. A joint appointment with the Selectmen and Library Trustees will be scheduled.

McCusker suggested that the write-ins for Library Trustee be notified of the vacancy.

Discussion of Team Building Exercises

Ledoux stated that the Board discussed team building exercises a few months ago and decided to take action after the May election. Ledoux stated that there are tough decisions and discussions coming up relative to the FY04 budget. Ledoux felt that team building would help to understand where everyone is coming from and to respect ideas. Ledoux recommended Lyle Kirtman to be the Board's consultant regarding the Myers-Briggs Type Indicator. Ledoux suggested that other Town Boards be involved in the team building exercises. Romeo asked that Ledoux schedule a presentation with Kirtman. Ledoux to schedule Kirtman for the next meeting or the first meeting in June.

Selectmen to Discuss Setting Date for Annual Goal Setting

Ledoux suggested that the Board wait to set the annual goals until after the team building exercises. Jefferies noted that part of the Town Manager's evaluation is based upon goals.

Licenses and Permits

Annual Tyler Ride – VFW West Prescott Street – July 13, 2002, 4:00 pm - 9:00 pm – One Day License – It was moved by Loiselle, seconded by McCusker, and VOTED UNANIMOUSLY, to approve.

Reappointment to the CPA Committee – Kathleen Healy, Chris Mac Millan and Bill Coakley. McCusker asked that this matter be deferred to the next meeting in order to see if anyone is interested in this committee. Ledoux read the list of reappointments and openings on the various Town Committees, Boards and Commissions. Healy-Coffin to contact Elizabeth Michaud regarding names of interested residents to serve on committees. Romeo suggested that the Town have a committee fair and have a public information booth. Healy-Coffin suggested that the committees prepare a description of the committee and how often they meet and have the booth at the Strawberry Festival. Healy-Coffin to ask Michaud if she would be interested. Loiselle asked Ledoux to post the committee list on the Town's web page, along with any vacancies and a short informational piece prepared by the chairmen. It was moved by Romeo, seconded by Loiselle, to reappoint Kathleen Healy, Chris MacMillan and Bill Coakley to the CPA Committee. McCusker reiterated his request to wait until the next meeting to make appointments. Romeo withdrew his motion.

Sunday Amusement License – Minuteman Norwegian Elkhound Club – The Board vote to approve this license on April 9, 2002. The Board signed the license.

Minutes

It was moved by McCusker, seconded by Romeo, and VOTED 4 IN FAVOR with 1 ABSTAINING (Loiselle), to approve the minutes of April 2, 2002.

It was moved by McCusker, seconded by Romeo, and VOTED 4 IN FAVOR with 1 ABSTAINING (Loiselle), to approve the minutes of April 9, 2002.

Franklin Property

No report at this time. Healy-Coffin reported that she received a telephone call from a resident regarding papers and debris around the Bridge Street area. Ledoux to ask the Building Inspector to investigate.

Board Updates

Teacher Negotiations – Jefferies reported that the negotiations are progressing. Jefferies asked the Board if he should continue as the Selectmen liaison. It was the consensus of the Board that Jefferies continue as liaison.

Meeting with Executive Office of Environmental Affairs re: Kennedy Golf Course – Ledoux recapped the meeting held on May 21, 2002 with Ledoux, Healy-Coffin, McCusker, Eric Fahle Conservation Commission Chairman, project representatives and MEPA Unit representatives. There will be a review of the project to determine what studies are needed.

Old Business/New Business

Resignation of Assistant Town Manager – Healy-Coffin announced the resignation of Jeff Chelgren, Assistant Town Manager, effective May 31, 2002. Healy-Coffin thanked Chelgren for his time and effort on behalf of Westford. Ledoux announced that a reception will be held for Chelgren on Thursday, May 30, 2002 at the Outlook Restaurant, 4:00-9:00 p.m.

Establishment of Gift Account – The Affordable Housing Committee has received a \$20,000 contribution from Guthall, LLC, in accordance with the approved site plan for the Villages at Stone Ridge. It was moved by Jefferies, seconded by Romeo, and VOTED UNANIMOUSLY, to create a gift account. McCusker asked that the account be monitored. Romeo thanked Guthall for advancing the funds ahead of time. Romeo stated that the funds will be used for a needs study and the preparation of an affordable housing handbook.

Request to Purchase 6 Trails End – Request from Gary and Lori Harding, 8 Trails End Road, to purchase a 50'x100' lot next to their property to build a garage. Ledoux outlined the multi-step process of the Board determining the land surplus, action by Town Meeting, and going out to bid. McCusker suggested a long-term lease with the Town rather than purchasing the land. Jefferies stated that the Board could establish awarding points in the RFP relative to not building a house on the lot. Loiselle stated that the lot is currently being used as a stump and brush dump. Loiselle stated that the small piece of open space is in a very compact neighborhood. Loiselle did not know if the lot was a legal buildable lot. Romeo asked how long the Town has owned the lot and how the Town came into possession. McCusker stated that at some future date, that small parcel could be used to handle a pump station for sewers. The Board to conduct a site visit

before making a determination. Ledoux to explain the purchase process to the Hardings. Continued to a future meeting.

Blue Ribbon Commission Charter and Appointments– Healy-Coffin read the charge of the Blue Ribbon Commission on Town Government Operations. Ledoux read the following list of appointments: Jim Sullivan, Margaret Murray, Nancy Rosinski, Sarah Duffy, Bob Waskiewicz, Kirk Ware, Evan Shapiro, and Bob LaPorte. Ledoux recommended that a member of the Selectmen also be on the Commission. Jefferies volunteered and Romeo volunteered to be Jefferies’ alternate. The Board concurred. The appointments to be made by Ledoux.

Follow-up to Town Meeting – McCusker asked that the Board have a follow-up discussion regarding the recent Annual Town Meeting. Ledoux stated that the Town Moderator should be included in the discussion but that she would be unavailable until mid-June. Ledoux to contact the Town Moderator for her schedule.

Senior Tax Committee – McCusker asked that certified copies of the two articles regarding the Senior Tax exemption be forwarded to Rep. Hall and Senator Panagiotakos as soon as possible before the end of this legislative session.

Tax Classification – McCusker suggested getting a sense of what the voters want regarding tax classification by having a non-binding resolution on the ballot or at town meeting. Ledoux noted that at the last tax classification hearing, it was suggested that the Board implement a Tax Classification Committee. Romeo agreed with the concept of a committee and stated that the Board of Assessors did a good job regarding the impacts of tax classification at the last hearing. Romeo stated that he would like to have more of the voters present at the next tax classification hearing. The Board discussed the makeup of the committee. The Board decided that the committee would consist of nine (9) members, including a representative from the Board of Assessors and the Principal Assessor, with a blend of residents and business people. The committee would not make a recommendation but would objectively give information to the Board and the voters. The committee would be in existence for approximately six (6) months. Jefferies suggested that the committee provide a clear, simple explanation of each exemption. Healy-Coffin urged anyone interested in the committee to apply at the Town Manager’s office, the Town’s web page or contact the Board. Ledoux to prepare a news release.

Northern Middlesex Council of Governments – Romeo stated that he had a scheduling conflict regarding NMCOG. Loisel to be the Board’ representative to NMCOG.

Hiring Freeze – Ledoux stated that until the final outcome of the local aid is known, the hiring freeze will remain in effect with the exception of a vacant position being considered critical. Ledoux recommended a strategy discussion at

the next meeting regarding the vacancy created by the resignation of the Assistant Town Manager and the future vacancy of the Town Planner position.

Growth Management Bylaw Committee – Romeo suggested inviting representatives from the Growth Management Bylaw Committee to a meeting to determine if that committee wishes to dissolve.

Early Retirement Bill – Ledoux reported that the Early Retirement Bill was signed by the Governor on May 15th, the day after Town Meeting ended. Ledoux stated that there were some changes made to the bill. Ledoux to prepare a short draft of those changes for the Board's review.

Assistant Town Manager and Town Planner Positions – Ledoux reported that he invited members of the Planning Board to the next meeting to discuss the positions of Assistant Town Manager and Town Planner as both of those positions impact the Planning Board.

Zoning Board of Appeals – Potential Settlement of Lawsuit – Ledoux reported that he invited members of the Zoning Board of Appeals to the next Executive Session to discuss the potential settlement of a lawsuit regarding Whittlesey vs. Town of Westford Zoning Board of Appeals.

Firefighters Memorial – Romeo reported on the Firefighters Memorial Dedication held on Sunday, May 19, 2002, in front of the Westford Fire Station, Main Street. The event was well attended.

Correspondence

Healy-Coffin read the list of correspondence.

5.1 Memo from Alcoholic Beverages Control Commission (ABCC) re: Hearing for Fletcher Social Club. Romeo asked that Ledoux invite representatives from the Fletcher Club to a meeting to determine if they knew about this violation when they applied for the Automatic Amusement License, if the device is still in place and in use. McCusker stated that the entire Town needs to be reviewed regarding automatic amusements and suggested that the Fletcher Club be invited to a meeting after the hearing. Romeo did not want to wait until after the hearing. Ledoux to invite representatives from the Fletcher Club to a future meeting.

5.5 Westford Highway Department – Re: Bridge over Stony Brook. Healy-Coffin asked if the large orange sign was necessary and if a smaller sign could be used. Ledoux stated that the Highway Department is renting that sign. Ledoux to speak to the Highway Superintendent regarding the size of the sign. McCusker stated that the State regulates the signs. Healy-Coffin suggested bringing the sign issue back up at the Fall Town Meeting.

5.9 Fletcher Granite Co., LLC, Rail Line Work Update – Letters to Abutters. Healy-Coffin reported that she and McCusker attended a meeting and was assured by Fletcher that they would continuously update the abutters.

5.10 Betsy Gildroy – Tax Reclassification Committee Member Request – Ledoux to respond to Gildroy re: tax classification committee discussed earlier in the meeting.

5.11 James Badgio, 42 Lake Shore Drive South – Request to suspend spray program with insecticide Scourge. McCusker asked to defer this letter to the Board of Health. McCusker requested that Ledoux ask the Board of Health to respond to Badgio's letter.

Motion to Go Into Executive Session

It was moved by Romeo, seconded by McCusker, and VOTED UNANIMOUSLY, to go into Executive Session at 9:15 p.m. for the purpose of discussing pending litigation regarding Nashoba Valley Technical High School District vs. the Conservation Commission. Steve Ledoux-Town Manager, Eric Fahle-Conservation Commission Chairman, and Peter Mahler-Conservation Commission member were also present. A polling of the Board: Healy-Coffin-yes; Romeo-yes; McCusker-yes; Jefferies-yes; Loiselle-yes. The Board to reconvene to regular session for the purpose of adjourning.

Open Items

- 5/21-1 Ledoux to schedule Lyle Kirtman to give presentation to Board re: Myers-Briggs Team Building Exercises.
- 5/21-2 Ledoux to notify write-ins of vacancy re: Library Trustees.
- 5/21-3 Ledoux to post committee info on Town's web page.
- 5/21-4 Board to vote on committee vacancies at the next meeting.
- 5/21-5 Ledoux to ask Building Inspector to investigate papers and debris around the Bridge Street area re: Franklin property.
- 5/21-6 Board to conduct site visit of 6 Trails End Road.
- 5/21-7 Ledoux to explain purchase of town-owned land process to Hardings re: 6 Trails End Road.
- 5/21-8 Ledoux to contact the Town Moderator re: availability to discuss Town Meeting follow-up.
- 5/21-9 Ledoux to send certified copies of Senior Tax exemption passed at ATM to Rep. Hall and Sen. Panagiotakos.
- 5/21-10 Ledoux to prepare a news release re: tax classification committee.
- 5/22-11 Ledoux to invite representative from Growth Management Bylaw Committee to meeting to determine if they would like to dissolve the committee.
- 5/22-12 Ledoux to invite representatives from the Fletcher Club to a meeting to discuss the automatic amusement devices issues (corr. 5.1).
- 5/22-13 Ledoux to respond to Betsy Gildroy re: tax classification committee (corr. 5.10).
- 5/22-14 Ledoux to forward James Badgio's letter to the Board of Health and ask that they respond (corr. 5.11).

Adjournment

It was moved by Romeo, seconded by Jefferies, and VOTED UNANIMOUSLY, to adjourn the meeting at 10:00 p.m.

Steve Ledoux, Town Manger

Dini Healy-Coffin, Chairman